

Publish Your Own Newsletter

with a Banner and Two Columns in StarOffice 8

(Like This One!)

Volume 1, Issue 1

January 2006

New Document:

1. Begin by opening a new text document in StarOffice 8.
2. Change the margins by choosing Format>Page. Click on the Page tab and set each margin to .5 inch (or your choice). You may wish to make the left margin wider to leave room to 3-hole punch.

Change the Margins:

1. In the Menu, choose Format>Page...
2. Click on the Page tab, if not already chosen.
3. Type in the desired margins. Most printers will not print pages with margins less than .25 inch, so it's best to keep them .5 or larger.

Create the Sections

1. In the Menu, under Insert, choose Section (4th from top). Click the Columns tab.
2. Choose the picture showing 1 column, on the left. Click Insert.
3. To add the next section, do the exact same thing again. (The location for "Volume 1, Issue 3.)
4. To create 2 columns, in the Menu under Insert, choose Section again and click the Columns tab.
5. Choose 2 Column this time. Click Insert.

Gray lines delineate the sections. These lines will not print.

The Section default is: "Evenly distribute contents to all columns." This may be disconcerting to you, but it usually works out for the best to leave it turned on. Once all the text and graphics are in the document, do the formatting.

The second page and more will have two columns.

Add a StarOffice8 Graphic

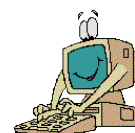


1. Click on the picture frame icon to open the Gallery. (Click it again to close it.)
2. It will open a window with the graphics showing.
3. Drag the graphic of your choice into your document. It will very like by TOO BIG!
4. Close the Gallery by clicking on the picture frame again.
5. Resize the graphic by dragging any corner handle. Hold the Shift Key down while dragging to force the picture to remain in proportion.
6. Change the alignment of the graphic by right-clicking on the graphic and choosing Wrap. Experiment to find the one that works best for you. (This picture is set to "Optimal Page Wrap.")



To Add a Graphic from a disk or file

1. In the Menu, choose Insert. Then choose Picture> From File...
2. Navigate to the graphic of your choice.
3. Click Open.
4. Set the alignment just as described above.



To add a Footer with page number:

Under Format, choose Page... Click on the Footer Tab and turn Footer On.

Click OK.

Click within the footer.

Under Insert, choose Fields, then Page Number.